

**Process for Selection of Location(s) for Sierra Nevada Conservancy  
Regional Offices  
Approved by the Board on October 5, 2006  
Revised October 16, 2006**

The process for selection of regional office locations allows Sierra Nevada Conservancy (SNC) staff to begin an analysis of the appropriate number, location and distribution of regional offices. The analysis will include the assumption that the headquarters will remain in the Auburn area (or within a 30 minute drive of Auburn) and take into account factors such as geography, transportation corridors and population distribution. A subcommittee appointed by the Board consisting of Supervisor Helen Baumann and Robert Kirkwood will provide direction and oversight to SNC staff throughout the process.

For organizational purposes, the region is divided into two organizational operational units, the Mt. Lassen Area (North, North Central and Central sub regions) and the Mt. Whitney Area (South Central, South and East sub regions). Field staff would report to a Program Manager responsible for operations in each area. While this structure will be helpful in developing an operational approach to carry out our mission, it is important to recognize the staff will be utilized to meet the needs of the organization and these areas will not represent "hard boundaries."

The SNC may determine that more than one location is necessary to adequately serve the Area. For example, the Mt. Whitney Area may require staff to be located on the western slope as well as the Eastern Sierra in order to adequately serve the area. Likewise, the Mt. Lassen Operational Area will likely be served by staff located in the Auburn office, as well as staff located in an additional regional office to serve the northeastern portion of the Area.

The SNC recognizes these regional operations lend themselves well to "co-location" with another public agency. By placing staff in existing facilities, the opportunity for support and coordination is greatest. Staffing and operational costs would be consistent with the SNC's existing base budget (the availability of bond funds could provide some additional support resources).

Following is the process, evaluation criteria, and timeline:

**Regional Office Evaluation Criteria**

Consultation will occur with governmental and non governmental partners, including county and other local officials in identifying potential office locations. The SNC is also soliciting input from all interested parties regarding potential locations for regional offices. Information may be provided to the SNC using the "Regional Office Locations Request for Consideration" template (attached) and is located on our Web site at [www.sierranevada.ca.gov](http://www.sierranevada.ca.gov).

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The comprehensive list of potential sites will be evaluated based on the following criteria:

**Primary Considerations**

- Ability to serve areas that are not easily accessible from Auburn Headquarters Office;
- Access to major highway(s), ease of travel throughout the service area;
- Geographically located in such a way that provides for adequate coverage of the entire service area;
- Access to adequate cell phone service and high speed internet;
- Potential for “co-location” with another public agency (local, State or federal), including office space, access to support services and potential for sharing staff;
- Proximity to other governmental agencies and key stakeholders;
- Accessibility to the public;
- Employee considerations such as housing affordability, schools and health care.

**Other Considerations**

- Ability to contribute to a local community;
- Driving time to Headquarters;
- Facility design including but not limited to security, storage for vehicles;
- Facility appearance;
- The availability of adequate meeting facilities (reasonable distance);
- IT support availability.

**Proposed Timeline**

- October 10 – November 14, Review, analyze and apply evaluation criteria to potential sites, identifying top candidates, conduct site visits;
- November 22 – Proposed sites for Regional Offices forwarded to Board as an action agenda item;
- December 7- Board acts upon recommendations of staff and Board committee;
- April 1, 2007 – regional offices become operational (assuming the Board approves locations at the December meeting).